

**BY ORDER OF THE COMMANDER
45TH SPACE WING**



**AFMAN 23-110, VOLUME 2, PART 13,
CHAPTER 8**

**45TH SPACE WING
Supplement 1**

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EQUIPMENT MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends guidance of Air Force Manual (AFMAN) 23-110V2PT13CH8, *Equipment Management*, and AFMAN 23-110V2PT13CH8_AFSPCSUP1. This supplement describes 45 SW procedures for use in conjunction with the basic AFMAN. It applies to all 45 SW activities, tenants and contractors operated or supported by the USAF Standard Base Supply System. This supplement does apply to Air Force Reserve Command and Air National Guard units.

8.5.1.7.1.1. (Added) Contractors who obtain equipment from Base Supply will sign a CA/CRL for all equipment items obtained through supply and managed through AFEMS. Contracting Officers will ensure that contractors required to purchase equipment items through supply have contract language making this requirement mandatory. Contracts shall specify that compliance with AFMAN 23-110V2PT2, Chap 22 and 23-110V2PT13, Chap 8 is mandatory. Prior to transfer of any equipment item to a contractor the gaining custodian will sign the CA/CRL. Transfers of Air Force managed equipment will not be processed using any other method. All Air Force owned equipment purchased through other sources of supply shall be reported to the Equipment Management Section for placement on the accountable CA/CRL and managed through AFEMS. Procedures on the Chief Financial Officers Act shall be followed for all such purchases.

8.5.2.7.1. (Added) CA/CRL work copies can be requested at any time from Equipment Management. They may provide help performing a pre-inventory reconciliation. The work copy is for custodian use and is not returned to Equipment Management Element. It must not be filed in the equipment custodian folder as it is not intended to be a source copy.

8.8.2. Requests for AFEMS access must be submitted to Equipment Management. The access request forms will be forwarded to the custodian's major air command. The requests for access should be routed through the unit Materiel Control where applicable. Blank forms are available in Equipment Management.

8.23.2. Vehicle rentals must be processed through SGS/LGTV.

8.23.19. (Added) Vehicle Management.

8.23.19.1. (Added) The receipt, issue and turn-in of vehicles and vehicle management in general are controlled by the Registered Equipment Management (REM) Monitor. The REM Monitor is assigned to the Chief of Transportation, 45 LRF/LGRT.

8.23.19.2. (Added) Accountability for REM vehicles will be maintained on the 2200/60 computer. All transactions for updating the computer will be processed through the REM Monitor.

8.24.4. Equipment Section will be the call-in point for non-EAID, P activity code request.

8.55.1.1. (Added) Contractors, who operate their own Repair Control Element, will forward a copy of Optional Form 274, Equipment Warranty, to that element. The ISU/DOR document will be annotated with the model, serial number, manufacturer's name, address, and any other data required to ensure adequate identification of the item received. When warranty material is received (even though not specified in the contract or purchase order), it is incumbent upon the using activity to attach Optional Form 274.

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Commander